

CALIFORNIA NATIONAL GUARD  
COUNTERDRUG TASK FORCE  
INTERNAL & EXTERNAL  
TOUR ANNOUNCEMENT

<p>1. Position Available: Foreign Language Translator/Transcriber</p> <p>Unit/Duty Location: Los Alamitos, Ca Or as assigned by Counterdrug Coordinator</p> <p>4. Maximum Grade: Enlisted E-6, Warrant CW3, Officer O-3</p> <hr/> <p>6. Personnel Eligible to Apply: (x) Male (x) Female (x) Army (x) Officer (x) Air (x) WO (x) Enl</p> <hr/> <p>7. Selecting Supervisor: Counterdrug Coordinator</p> <hr/> <p>8. Military Status: Title 32, Full-Time National Guard Duty - Counterdrug (FTNGD-CD)</p>	<p>2. CD Tour #: CD-03-06</p> <p>3. Effective Date: 22 July 2003</p> <p>5. Closing Date: Will remain open until all positions are filled.</p> <p>Submit Applications to:</p> <p>Counterdrug TF, J-1 10293 Rockingham Rd Sacramento, CA 95827 FAX: (916) 854-3524</p>
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9. This is a Counterdrug Task Force Internal and External announcement for several new positions. Positions are at Los Alamitos, Ca or as assigned by the California Counterdrug Coordinator (CDC). Personnel eligible to apply:

- a. Enlisted up to E-6
- b. Officer up to O-3
- c. Warrant Officer up to CW3

10. Job Description:

Foreign Language Translator/Transcriber. MOS is immaterial for this position. However, individuals selected must be proficient using personal computers and automated data processing systems. Must be qualified to obtain a **TOP SECRET** clearance, should have a listen, reading and speaking abilities in the desired foreign language (s) at DLPT level of 2+/2+/2+ or better.

Individuals will be tested in English and the desired foreign language (s).  
LANGUAGES: A listed language does not mean that a current opening exists at this time. A call list will be maintained by the CDC for Future opening:

Chinese (all dialects)	Thai	Pashto	Dari
Arabic	Turkish	Haitian Creole	Russian
Portuguese	Spanish	Urdu	Balochi
Farsi	Burmese	Lao	

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Individuals selected must be able communicate effective (oral and written) with various military and civilian personnel within the National Guard and outside agencies. Individuals will be required to uphold the highest standards of conduct and personal appearance. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Individuals selected will serve at the direction of the CDC, Normal duty hour are approximately 0700-1700hrs - 4 days a week (subject to change) with possible of weekend work.

11. Required Qualifications:

Must be a federally recognized member of the California National Guard (Army or Air), in a drilling status with a Troop Program Unit and in good standing.

Must be able to qualify for a Top Secret clearance. We can help you with the submission process.

- Must be able to pass drug test (urinalysis) before appointment.
- Knowledge of military rules and regulations.
- Must attend all periods of IDT/AT with unit of assignment without additional compensation
- Excellent communication skills, oral and written.
- No adverse actions.

12. Application packets must, as a minimum, submit the following documents:  
NOTE: Failure to provide any of the items below will result in disqualification and your application will not be considered.

- a. Cover letter stating why you are interested in the position.
- b. Military Resume.
- c. Military Biography (ensure you include current mailing address and phone #s to be reached at)
- d. Letter of recommendation from Unit Commander.
- e. Three Letters of recommendations with personal reference point of contact.
- f. Copy of most recent physical examination (SF 88 and SF 93) and Annual Medical Certificate (ARNG applicants or AF 895 Medical Screening Form (ANG applicants)).
- g. Copy of all previous DD Form 214s (copy must include bottom portion that identifies SPD code).

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h. Copy of DA Form 2-1, PQR, and RPAM statement (ARNG applicants) or Report Individual Person (RIP) (ANG applicants).

i. Current DA Form 705 / Commander's Certification that individual meets AR 600-9 standards (ARNG applicants) or Memorandum form unit commander validating compliance with physical fitness standards (ANG applicants).

j. Copy of Civilian and Military Drivers License.

k. Original Current DMV printout.

l. Last three NCO evaluations or Officer Evaluations.

m. Completed and signed CD Form 301.

n. Completed and signed CD Form 302.

o. Must be able medically qualified under procurement Chapter 3 standards to perform CD duty. The State Surgeon certifies qualification of personnel by examining current medical records, report of Chapter 3 physical, report of medical history and a current medical screening.

p. There are criminal records checks and /or security screening by Law Enforcement Agency (LEA).  
Such inquiries are likely to be completed after entry on duty and rejection by LEA could result in removal from the CD program.

13. Interviews will be scheduled after the closing date. Questions can be directed to the J-1 at DSN 466-3897 or COMM (916) 854-3897. POC for job description is J-3 at 916-854-3710 or J-2 at 916-854-3874.

14. Equal Opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.